

INSTRUCTIONS FOR COMPLETING APPLICATION

The attached application should be completed and submitted in one of the following ways:

- Via e-mail to Employment@Atonement-Lutheran.org
- In-person at the Atonement Lutheran Church Office located at 685 Inca Parkway, Boulder, CO.
- Mailed to the attention of John Cumalat, Administration Committee at the above address.

If you plan to submit the application via e-mail, please note that it must be a scanned version, which includes your signature.

A resume may be submitted in lieu of completing the application as long as it contains responses to all items in the application. If you wish to submit the resume, you must also sign and attach the certification of accuracy and completeness of information found on page 4 of the application form package.

APPLICATION FOR EMPLOYMENT



Personal Data

Last Name	Middle	First Name	Home Telephone Number ()
Address	City	State	Zip Code
			Business Telephone Number ()

Employment Experience

Present Employer or Most Recent Employer		Address	Telephone Number
			Type of Business
Employment Dates:	Position Title	Name and Title of Supervisor	Starting Salary
From			Final Salary
To			
Description of Duties			
Reason for Leaving			

Previous Employer		Address	Telephone Number
			Type of Business
Employment Dates:	Position Title	Name and Title of Supervisor	Starting Salary
From			Final Salary
To			
Description of Duties			
Reason for Leaving			

Previous Employer		Address	Telephone Number
			Type of Business
Employment Dates:	Position Title	Name and Title of Supervisor	Starting Salary
From			Final Salary
To			
Description of Duties			
Reason for Leaving			



Education				
School	Name and Location	Course of Study	Number of Years Completed	Degree or Diploma Received
High School				
College				
Graduate/ Business				
Other Education or Training				

Position Objective	
Describe the position for which you are applying.	Salary Desired?
What interests you about the position for which you are currently applying?	

<p>Please describe the skills you have</p> <p>Job-related skills or qualifications (for example: computer skills, software programs).</p>
<p>What has prepared you for the position for which you are applying? (Include volunteer experience if applicable.)</p>

Other

Are you legally authorized for employment in the United States? (Pursuant to relevant law, verification will be required.)

Yes No

Have you been convicted of a felony (including sexual abuse of a child or adult) for which you were not pardoned or your record expunged? If yes, please explain. A conviction will not necessarily constitute disqualification, and its nature, age and job-relatedness will be considered.

Yes No

I certify that the information contained in this employment application (*or attached resume*) is true and correct to the best of my knowledge. I understand and agree that misrepresentation or falsification of any part of this application may be cause for withdrawal of any offer of employment or immediate termination of employment.

I authorize any person or organization, whether or not identified in this application to provide information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment. I also authorize Atonement Lutheran Church to request and receive such information.

If hired or chosen, I agree to be bound by Atonement Lutheran Church's policies, including but not limited to its *Sexual Misconduct Policy*. I understand that these policies may be changed, withdrawn, added to or interpreted at any time at Atonement Lutheran Church's sole discretion and without prior notice to me.

I also understand that my employment may be terminated, or any or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of Atonement Lutheran Church or myself.

Nothing contained in this application or in any pre-employment communication is intended to create or creates a contract between myself and Atonement Lutheran Church for employment or the providing of any benefit.

I have read and understand the above provisions.

Applicant's Signature: _____ Date: _____